



G-7 Mission Assurance



Mass Notification Registration Process



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Step 1: (NMCI users only) Can access Self-Service by right-clicking on the purple globe icon in the system tray on your NMCI workstation and selecting “Access Self-Service” (see Figures 1 & 2).



Figure 1



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The screenshot shows the official website of the United States Marine Corps (MARINES.mil). The page features a navigation bar with links to HOME, UNITS, NEWS, PHOTOS, LEADERS, MARINES, FAMILY, and COMMUNITY RELATIONS. A search bar is located in the top right corner. The main content area includes a video player for 'The Corps Report: Ep. 18' and a 'HEADLINES' section. A red arrow points from a text box labeled 'Click on "Access Self-Service"' to the 'Access Self-Service' option in the 'TWSAlerts Management System' dropdown menu. The dropdown menu also includes options for 'Check for New Alerts', 'Dismiss All Popups', 'Update My Info', 'Update My Device Info', and 'About'. A button labeled 'Start the Self Service Application' is visible next to the dropdown menu.

Figure 2



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Step 2: When prompted, select your CAC Certificate and enter your CAC PIN. Regardless of the method used to access the Self-Service site, once logged on, the “My Info” Tab appears. (Figure 3)

Figure 3 is a screenshot of the MCRD Parris Island Self-Service site. The page header includes the MCRD Parris Island logo and the text "Hello, Dave Kelley | Sign out | Help". A red arrow points from the "My Info" link in the top right to the "My Info" tab in the navigation bar. The navigation bar also includes "Inbox", "Devices", and "Locations". The "My Info" tab is selected and circled in red. Below the navigation bar, there is a "User Information" section with a disclaimer about the U.S. Government (USG) Information System (IS). The disclaimer states that the IS is provided for USG-authorized use only and that users consent to the IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. It also states that the IS is not private, is subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. The disclaimer includes a note that fields marked with an asterisk are mandatory. Below the disclaimer, there is a "Basic Information" section with fields for Username, First Name, Last Name, Display Name, and Foreign Languages. The Username field is pre-filled with "ATHOC\dkelley". The First Name field is pre-filled with "Dave". The Last Name field is pre-filled with "Kelley". The Display Name field is pre-filled with "Dave Kelley". The Foreign Languages section has checkboxes for Japanese, Korean, Spanish, and Tagalog. Below the Basic Information section, there is an "Organization Information" section with a field for MCRD Parris Island, which is pre-filled with "MCRD PARRIS ISLAND/CHIEF OF STAFF/G-3/TRAINING/". The page footer includes the copyright notice "Copyright © 2012 ATHOC, Inc." and the text "Powered By ATHOC".

Hello, Dave Kelley | Sign out | Help

My Info

MCRD Parris Island

Inbox: **My Info** Devices Locations

User Information

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Fields marked with * are mandatory.

Basic Information

Username *: ATHOC\dkelley

First Name: Dave

Last Name: Kelley

Display Name: Dave Kelley

Foreign Languages: ☐ Japanese ☐ Korean ☐ Spanish ☐ Tagalog

Select all the Foreign Languages you speak from the list provided.

Organization Information

MCRD PARRIS ISLAND *: MCRD PARRIS ISLAND/CHIEF OF STAFF/G-3/TRAINING/

Save Reset

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Figure 3



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- Update the key attributes that apply to you. (Select any of the listed foreign languages if you have an advanced skill in the language) (Figure 3)

Hello, Dave Kelley | [Sign out](#) | [Help](#)

My Info

MCRD Parris Island

[Inbox](#) | **[My Info](#)** | [Devices](#) | [Locations](#)

User Information

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests; not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Fields marked with * are mandatory.

Basic Information

Username *: ATHOC\dkelley

First Name: Dave

Last Name: Kelley

Display Name: Dave Kelley

Foreign Languages:

☐ Japanese

☐ Korean

☐ Spanish

☐ Tagalog

Select all the Foreign Languages you speak from the list provided.

Organization Information

MCRD PARRIS ISLAND *: [MCRD PARRIS ISLAND/CHIEF OF STAFF/G-3/TRAINING/](#)

[Save](#) [Reset](#)

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Figure 3



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- Update the key attributes that apply to you. (Important: select your organization by clicking on the hyperlink in the Organization Information section) (Figure 4).

Hello, Dave Kelley | [Sign out](#) | [Help](#)

MCRD Parris Island

[Inbox](#) | [My Info](#) | [Devices](#) | [Locations](#)

User Information

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests?not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Fields marked with * are mandatory.

Basic Information

Username *: ATHOC\dkelley

First Name: Dave

Last Name: Kelley

Display Name: Dave Kelley

Foreign Languages:

☐ Japanese

☐ Korean

☐ Spanish

☐ Tagalog

Select all the Foreign Languages you speak from the list provided.

Organization Information

MCRD PARRIS ISLAND *: [MCRD PARRIS ISLAND/CHIEF OF STAFF/G-3/TRAINING/](#)

[Save](#) [Reset](#)

[Save](#) [Reset](#)

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1. Select language skills
2. Save!
3. Open Organization Information Link

Figure 4



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- Update the key attributes that apply to you. (In some cases, the organizational hierarchy may not go all the way down to the level at which you work. Simply select the next appropriate higher headquarters that is listed) (Figure 5).

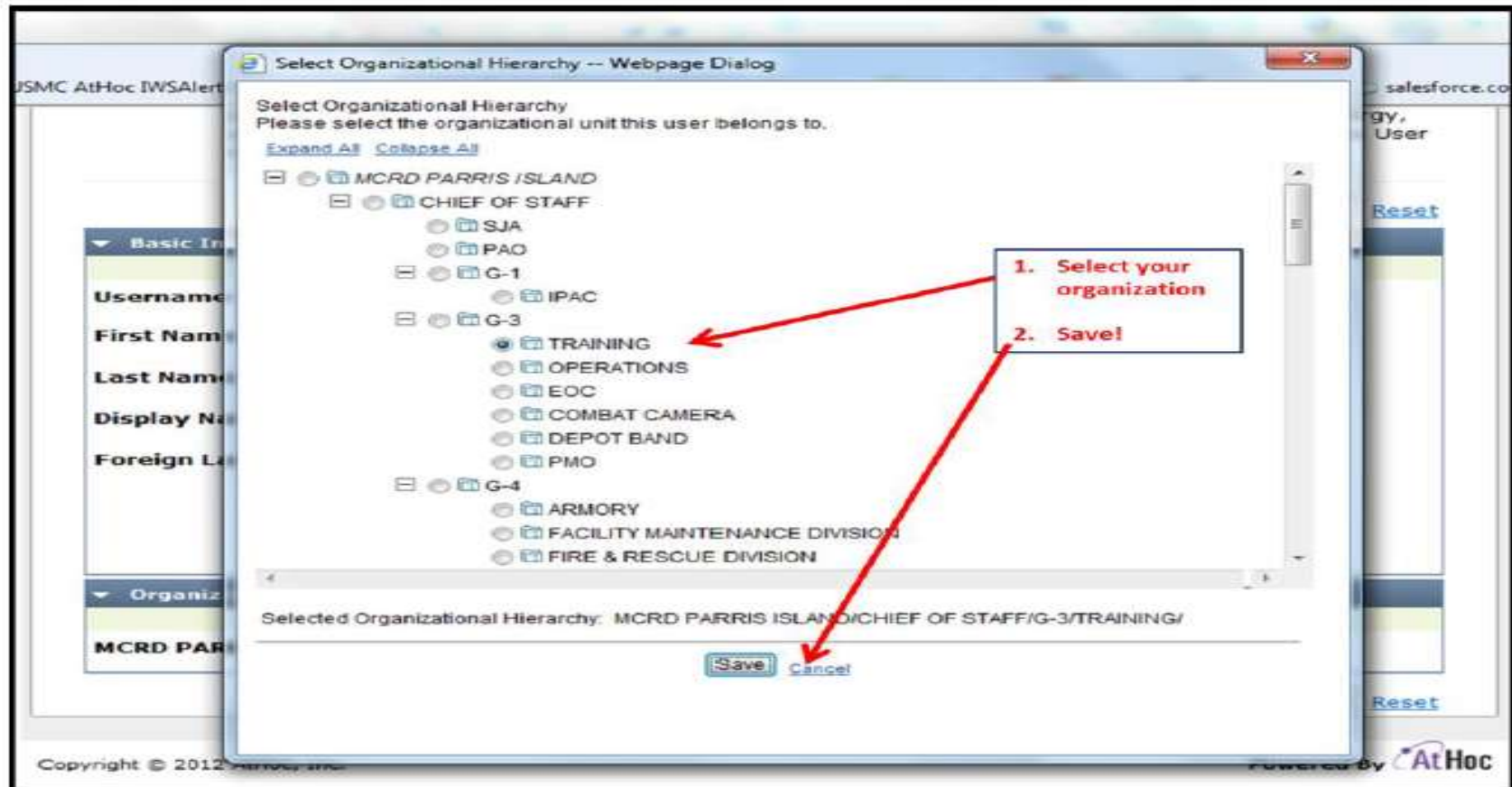


Figure 5



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Step 3: Once you have updated the data on the “My Info” tab and clicked “Save”, click on the “My Devices” tab (Figure 6). Input your contact information email, phone, and SMS text and then “Save”. **Enter commercial phone numbers only, no DSN numbers!**

Hello, Dave Kelley | [Sign out](#) | [Help](#)

MCRD Parris Island

[Inbox](#) [My Info](#) **[Devices](#)** [Locations](#)

Self Service Devices
Fields marked with * are mandatory.

Telephony Devices

Phone - Work: 650 350-8991

Phone - Home:

Phone - Mobile: 650 350-8991

Phone - Dependent:

Data Devices

Email - Work: dkelley@athoc.com

Email - Personal:

Text Messaging: 650 350-8991

Email Personal 2:

[Save](#) [Reset](#)

[Save](#) [Reset](#)

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1. Click on “Devices” Tab
2. Enter phone, email, and SMS Text information
3. Save!

Figure 6



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Step 4: When you've completed entering Device information, click on the "Locations" Tab to enter and work address information. (Figure 7)

The screenshot displays the MCRD Parris Island G-7 Mission Assurance web application. At the top, the United States Marine Corps seal is visible on the left, and the text "MCRD Parris Island" is centered. Below this, a navigation bar contains four tabs: "Inbox", "My Info", "Devices", and "Locations". The "Locations" tab is selected and highlighted. A red arrow points from a text box to the "Locations" tab. The main content area is titled "Locations" with a globe icon and the text "Below are your locations." To the right of this section are "Save !" and "Reset" buttons. The "Locations" section is divided into two main areas: "Last Known Location" and "Home Address". The "Last Known Location" section shows "No details provided" and a link to "History". The "Home Address" section shows the address "22 Capwing Dr, Beaufort, SC 29902" and "Source: Self Service". At the bottom right, there is a map showing the location of Beaufort, SC, with a purple pin and a blue location icon.

1. Click on the "Locations" Tab which allows you to enter Home and Work Address Information

Figure 7



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- Click on the “Edit” button for either your Home or Work Address. (Figure 8)

Home Address

22 Capwing Dr, Beaufort, SC 29902

Source: **Self Service**

Updated: 05/30/2013 07:35:15

[Edit](#) | [Remove location](#)

Work Address

As displayed on map

Source: **Self Service**

Updated: 07/23/2013 12:08:36

[Edit](#) | [Remove location](#)

1. Click the Edit button to enter Home and Work Address. (Enter one address at a time)

Figure 8



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➤ Address information (Figure 9)

(a) Home address is found by typing in the actual address in the space provided

(b) Work address **(Note: For work location address type in (Rourke Rd, Twentynine Palms, CA 92277) in the space provided in order to get a good starting point on the installation, then click on Hybrid and then move the purple bubble over your building to get your exact location) the click done**

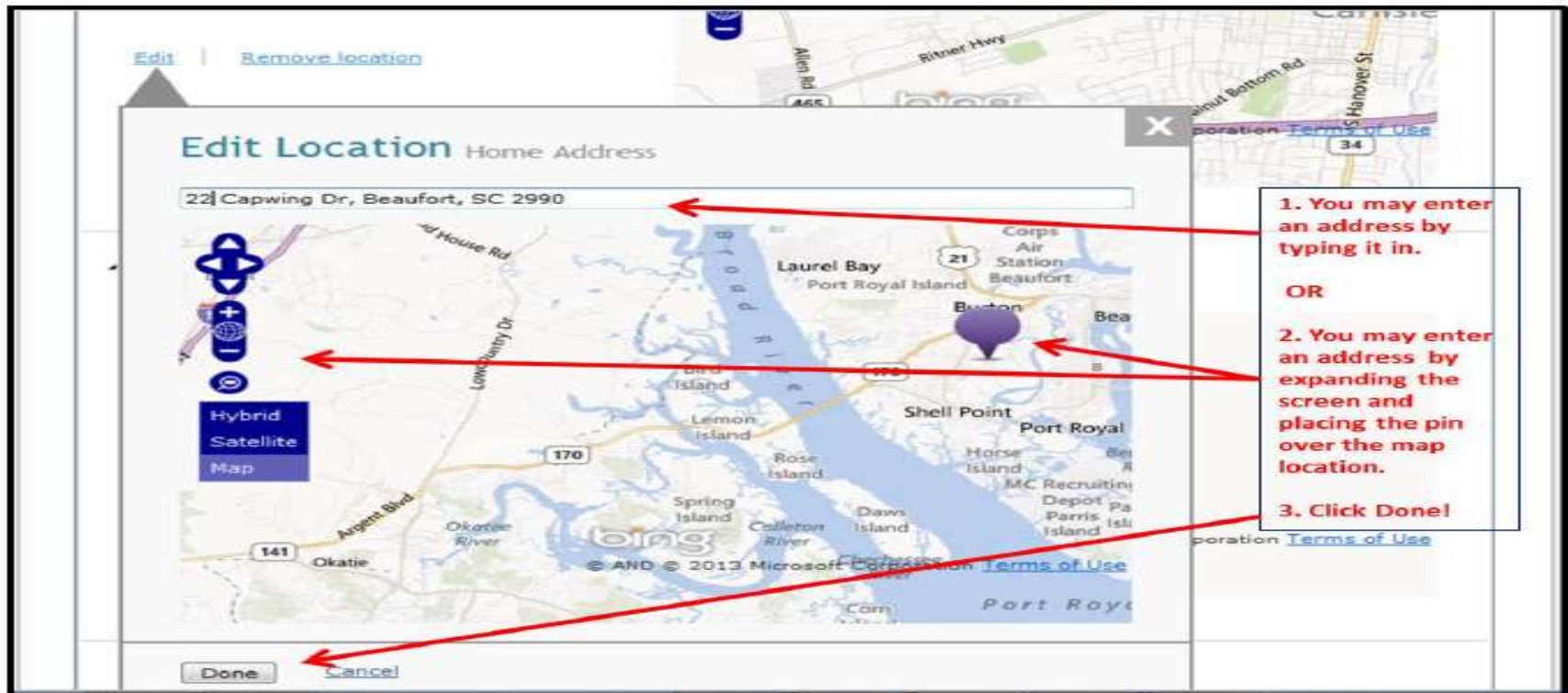


Figure 9



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- Click the “Save!” button to save your changes. (Figure 10).

MCRD Parris Island

[Inbox](#) [My Info](#) [Devices](#) [Locations](#)

Locations
Below are your locations.

Save ! [Reset](#)

• **Last Known Location**

No details provided

[History](#)

• **Home Address**

22 Capwing Dr, Beaufort, SC 29902

Source: **Self Service**

After entering each address be sure to Save!

Figure 10



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**Any questions or assistance contact the G-7 Force
Protection Branch at (760) 830-1884 or email
michael.f.burns1@usmc.mil**